

SIMPLE STEPS TO JUMP START YOUR BUSINESS IN THE CITY OF MIAMI GARDENS



Step 01

CONSULT WITH THE CITY'S PLANNING & ZONING DIVISION

Before signing a lease, please email ZoningInfo@miamigardens-fl.gov to request a Zoning Inquiry letter in order to ensure the location is zoned for the business you wish to operate.

This letter is required in order to apply for a Business Tax Receipt or Certificate of Use (See Step 2).

Step 02

COMPLETE THE APPLICATION FOR BUSINESS LICENSING TO INCLUDE A BUSINESS TAX RECEIPT (BTR) & CERTIFICATE OF USE (CU)

This application is required for ALL businesses in order to legally operate in the City, including:

- New businesses
- An existing business in the City moving to another address within the City
- Adding or changing the type of use of an established business
- Transferring an existing business to a new owner
- Moving an existing business into the City from another municipality
- Non-profits to include places of religious assembly
- Educational facilities to include daycares and child care facilities
- Community facilities such as assisted living facilities
- Adding secondary uses such as ATMs, Vending Machines, Outdoor Dining, etc.
- Registration of a home based business

Please note a City Business License is still REQUIRED even if you have a license from Miami-Dade County.

Business Licenses must be renewed annually by September 30th. Note that failure to obtain a Business License may result in fines, property liens, exclusion from grant funds, loss of non-conforming use status or grandfathering-in status if the City updates its Zoning Code, business closure, or denial of a Business License renewal.

Email Licensing@miamigardens-fl.gov for additional licensing information or visit www.miamigardens-fl.gov/150/Documents-Forms to obtain a BTR and CU application.



Step 03

OBTAIN A CERTIFICATE OF OCCUPANCY (CO)

If you are planning ANY interior work, reconfiguration, remodeling, modifications, alterations or exterior improvements such as regrading parking or striping a lot you must obtain an approved building permit prior to beginning any work on the site. In addition, if the use or occupancy of a building is changing or if an increase in capacity is anticipated then a Building Permit is also required even if there are NO physical improvements or alterations to be done. Impacts to trees, tree removals, tree relocations or changes to landscaping also require a permit.

You must pass all inspections and be issued a final Certificate of Occupancy (CO) from the Building Department or a Change of Occupancy Permit (if no alterations are being done) prior to opening and occupying the business. In addition to Building review for compliance with the Florida Building Code, a FIRE review will also be required.

Email BuildingPermitQuestions@miamigardens-fl.gov for additional information or visit the City's website for applications and forms at www.miamigardens-fl.gov/191/Building-Division

EXAMPLES of changes requiring a Building Permit include but are not limited to the following:

- Adding a grease trap
- Adding sinks or changing plumbing
- Adding or removing walls
- Adding an ADA parking space to a site
- Constructing a privacy wall on the property line
- Erecting a fence to enclose the dumpster
- Installing a new sign
- Increasing the number of seats in a restaurant from fifty (50) to one hundred (100)
- Adding K-6th grade students to a daycare facility
- Moving a restaurant into a space that was previously used as a retail storefront
- Changing a single family residence to a realty office

If you are unsure, please contact the Building Department to avoid a violation for performing work without a permit, or delays in business opening.

